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| **CUNYfirst Fiscal Year-End 2018 Key Dates** | |
| **Key Procurement Actions and Dates** | |
| Receipts for FY’18 goods & services received by June 30 | Enter by June 30 or change receipt date to June 30 until July 10 |
| Last date for receipt of vendor invoices | July 10 |
| Receipts for FY’18 goods & services | Enter by June 30 or change receipt date to June 30 until July 10 |
| **Key Actions and Dates for Contracts** | |
| Last day to approve and pay CUNY contract vouchers | July 19 |
| FY’19 requisitions entered in CF | After July 1 but will not be budget checked until FY’19 budget is loaded |
| FY’19 requisitions entered before June 30 | Must be cancelled and new requisition created |
| **Key Credit Card Actions and Dates** | |
| Last travel card transactions will be loaded into CUNYfirst for FY’18 | June 22 |
| Last P and NET card files loaded into CUNYfirst | July 5 |
| Final date to pay Citibank for all P, NET and travel card statements | July 12 |
| P and NET card transactions must be reconciled in CF to be included as FY’18 expenses | July 12 |
| Final reclassification for P, NET and travel cards | July 17 |
| **Key Expenses Actions and Dates** | |
| Last day that travel card expenses will be reimbursed for FY’18 | June 22 |
| Employee and travel card expenses on a single expense report | June 22 |
| Last day that employee paid expenses will be reimbursed for FY’18 | June 30 |
| Final date to submit FY’18 expense reports | July 6 |
| No FY’19 expense reports should be created | July 1 - July 31 (est.) |